

Alaska Scientific Crime Detection Laboratory

Evidence Manual

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Section 01 - Hours of Operation

Hours of Operation: 8:00 a.m. – 4:30 p.m., M-F

A procedure is in place for those times when all personnel are in a meeting for outside agencies to be serviced. The evidence room is locked and a sign stating that agency representatives should ring the front desk bell is placed outside. Front desk personnel can then release the lock thereby allowing the agency representatives access into the alcove where they can sign their evidence into a locker and place the key through the mail slot on the inner door. (See Section 06-Receiving Evidence)

NOTE: In some instances prior arrangements can be made to accept evidence after hours.

Internal Closure: Each Wednesday from 9:00am until 3:00pm the evidence room will be closed so that the personnel may concentrate on various special projects. Any deviation in evidence requests from normal protocol for extreme rushes and other emergencies should be directed to the supervisor or designee.

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Section 02 - Supplies

Ordering supplies used in the evidence room will be done by the discipline supervisor. Technicians should make note when using the last of an item. Please advise the supervisor of the item, its' description and catalogue number. Excess supplies are stored in the room behind the garage and in the storage unit behind the building. Locate and use excess supplies before asking the supervisor to order supplies. The supervisor is responsible for reconciling all purchases.

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Section 03 - Opening and Closing the Evidence Room

Opening the Crime Lab Evidence Room: The alarm is deactivated by entering the security code and pressing [off]. The red light should go off and the green light should come on. If the red light does not go off, the alarm is still engaged. After disarming the alarm, the technician will record the day's date, time of deactivation, and his initials on the evidence security log (located behind the door). If the alarm is accidentally activated, the technician will enter the security code and press [off] to deactivate the alarm. The alarm company must then be contacted and given the security code and a personal pass code. The evidence alarm security code will be given to new evidence personnel at the discretion of the Evidence Room Supervisor. The evidence room alarm code should be changed after termination, promotion or transfer of evidence personnel.

To unlock the evidence room door, the evidence room key must be obtained from locker 112 outside of evidence. Only evidence personnel will be issued a key for this locker.

Access to the evidence room is limited to the Evidence Technicians, the Evidence Room Supervisor and the Laboratory Manager. All others entering the area must be escorted and supervised by one of the above individuals. A log is present in the evidence room to be filled in by each escorted visitor who enters the evidence room. Periodically the log will be scanned into the Laboratory Information Management System (LIMS) designated year location for a permanent record. The originals will be shredded after scanning.

Closing the Crime Lab Evidence Room: At the end of the day evidence personnel will properly close the room by following these steps:

Secure any temperature sensitive evidence in a refrigerator when present.

Shut down all computers.

Secure the outside doors.

Turn off the lights and the door monitor.

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The technician will record the day's date, time of activation, and his initials on the evidence security log (behind the door) and lock the evidence room door.

The technician will then activate the alarm by entering the security code and [away]. The alarm will beep for 15 seconds. Pressing [chime] (button 9) can turn off the beeping sound. When the red light is on, the alarm is activated.

Return the evidence room key to locker 112 and lock it.

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Section 04 - Safety

General Housekeeping: Periodically the evidence room floors should be swept and lightly mopped. Work surfaces should be wiped down with a suitable disinfectant periodically and as needed. All work areas should be kept in an orderly fashion. These duties may be performed on a rotating schedule by all technicians. Any spill should be cleaned up immediately.

Biohazard Evidence: All evidence has the potential to contain bio-hazardous substances. The technicians should always use good judgment and take precautions when necessary. Gloves, masks, and other safety equipment are available.

OPENING MAIL: Any suspicious mail should be reported to the supervisor, and brought to the attention of the mail handler. Gloves should be worn when opening suspicious mail for protection from possible biohazards.

EVIDENCE INTAKE STORAGE: Wipe down the storage area with a suitable disinfectant, such as a 20% bleach solution periodically. Wear gloves, and any other appropriate safety gear. In the event of a leak from any item; separate and contain the leaky substance to prevent the package from contaminating the area or other packages. Using appropriate safety gear, spray work area with a suitable disinfectant solution, let sit for a minute, then wipe clean. For larger spills use the contents of the spill cart located outside the instrument room. (See the Laboratory Safety Manual). All waste should be disposed of in a biological hazard bag.

MOLDY MARIJUANA: The *Aspergillus* mold that grows on marijuana can be life threatening to breathe. Diseases caused by *Aspergillus* can range from an "allergy"-type illness to generalized infections and are called Aspergillosis. The severity of Aspergillosis is determined by various factors, most importantly the condition of the individual immune system.

When marijuana is received damp or wet, handle the package very carefully and use the appropriate protective gear. Notify the Evidence Room Supervisor, Chemistry Supervisor, or an available Drug Analyst. The chemistry unit representative will make

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the final determination to work the moldy evidence or not. Moldy or wet marijuana should be refused at the door when feasible.

IF IN DOUBT OVER ANY SAFETY ISSUE, DO NOT PROCEED. CONSULT THE SAFETY MANUAL AND/OR BRING THE SAFETY ISSUE TO THE ATTENTION OF YOUR SUPERVISOR AND/OR THE SAFETY OFFICER.

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Section 05 - Request for Laboratory Services

Evidence received by the laboratory must be accompanied by a completed Request for Laboratory Services (RLS) form found on the State of Alaska website (<http://www.dps.state.ak.us/CrimeLab/docs/RLS.doc>). Information from the RLS is entered into the case in the LIMS. The RLS should be filled out as completely and accurately as possible. Most agencies have a generally recognized format to their agency number. For instance, the Alaska Department of Public Safety case numbers consist of the two digit last portion of the year, a dash, then 5 digits (i.e. 11-00000). Use the most complete description from the RLS or the evidence when entering the description in LIMS. For example, you would use the second description below:

RLS says: 1 Swab

Evidence says: 1 Swab from the window ledge in John Doe's bedroom

Instructions for filling out the RLS directed to the submitting agencies are listed below:

"Write the name of your agency in the space as well as the address. The person entered in the Reply to slot is to whom the report will be addressed. Please enter your agency number in the slots the way your agency prefers. When we create your case in the Crime Laboratory, we follow the pattern you list on the RLS. (In searching a database, if you have extra zeros one time and not the next time, it is a little harder to locate your case by agency number.)

"Enter each individual involved in the case in the proper areas along with the APSIN number and date of birth. Designate the identification number as APSIN so there is no confusion with other identification numbers such as driver licenses.

"Answer the questions about previous evidence and Cross Reference information.

"Write a brief synopsis if desired.

"List Offense and date of offense.

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"List each item submitted separately. (Item number, description and examinations requested on separate lines for each item.) Be specific, yet brief in your descriptions. For example: "Known swabs from John Doe", "Swabs taken from the broken window", "Assault kit from Jane Deer", "Knife", "S&W Revolver", etc.

"Each item should have all examinations requested on that item listed. For example: Latent prints, DNA for item 1

Controlled Substances, Latent prints for item 2

"Back up to the Chain of Custody. Your name goes in the "Received From" line. Then, add the date. When delivering the evidence in person, the laboratory technician can sign the TO: at the door. If you are putting the evidence in the mail, the TO: can be the appropriate Mail Service (USPS) and the Registered Return Receipt or Certified number.

"If you list several items and only submit one of the items on this date, list the item number of the items submitted next to your name. Alternatively, only list the items submitted at that time on that RLS.

"Items for submission can be placed together in another container and sent via Registered mail, Certified Mail, or hand-carried to the Crime Lab. Alaska Air Cargo, FedEx, and other securely tracked shipping organizations may also be used to meet special timelines. It is acceptable to place all items from several cases (each properly sealed and marked) in the same box for transport. The RLS for each case must be included in the box with the evidence.

"The RLS should be packaged lying within the outer container along with the separately packaged items. If the RLS is not readily available, the agency representative should be contacted to obtain a completed RLS. A case cannot be created in LIMS without the proper and complete information from the RLS."

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Section 06 - Guidelines for Evidence Submission

Packaging of Evidence: Each item of evidence submitted is to be sealed in its own proper container with the minimum of the agency case number and agency item number attached to or written on the packaging.

Packaging and Containers: A proper container is a receptacle which encloses the evidence and allows it to be shipped or handled without unnecessary damage to the evidence, the container, or the handler.

The type of evidence and the request for service dictate the proper container.

Small items such as swabs, pills, prints, drugs, etc. may be placed in envelopes or baggies. Secure all flaps on the packaging to ensure that small items do not escape.

Guns, knives, tools, etc. should be wired to the bottom of a box so the item does not puncture the packaging.

Biological samples should be dried and packaged in envelopes.

Glass pieces and other sharp objects should be placed in a box heavy enough that they can't puncture the sides. If strong strapping or mailing tape is necessary to hold the box together, use it. Evidence tape will not hold the box together. The evidence tape would then go on top of the strapping tape on the final flap.

On items too large to package, such as doors, wall panels, a piece of furniture, lamp, axe, etc. the area for examination should be covered and protected.

Sealing of Evidence: Proper seals may be accomplished in various ways such as evidence tape, heat seals, or commercial tamper-proof packaging. The seal should bear the initials, badge number or other personal identifier of the person sealing the evidence. The identifier should be written across the seal and over to the packaging below. An evidence tape seal is applied over the container's opening. For example: across the folded down flap of a paper bag or envelope; along the open edge of a box; over the opening of a zip lock bag; etc. A heat seal or tamper-proof package does not

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need the addition of evidence tape, just the unique identifier of the person sealing the evidence. A container is properly sealed when its contents cannot readily escape and when entering the container results in obvious damage or alteration to the container or its seal.

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Section 07 - Receiving Evidence

Submitting agencies shall utilize the outside evidence door located on the eastside of the crime laboratory to submit evidence in person. When the bell is rung, a technician checks the monitor and admits the agency representative(s) to the foyer area of the building. With the top of the Dutch door open, the agency representative signs and lists each item on the correct RLS chain of custody line. The date is entered and the technician accepting the evidence verifies that each item is listed on the correct RLS before signing that he received each of the items listed. The technician should list each item number on the chain line. The technician should check the packaging, labels and seals as well as the paper RLS for discrepancies. Any discrepancies noted should be corrected by the submitting officer at the door. Next the technician who signed for the evidence will go over each RLS for the evidence received and sign and date each item from them to Evidence Intake Storage. When a sealed container is signed for, such as a bucket or box with items sealed inside, the technician will list exactly what he is signing for. (For example: one sealed bucket labeled with item numbers: 556549, 556548, 556547, etc.) The technician will always itemize what he is signing for. When signing for several items listed as being in the sealed container, he will also modify the list on the RLS to reflect what he has, not individually listed items.

When packages from a mail service like the United States Postal Service, United Parcel Service or Federal Express are delivered, the technician will make sure that any package he signs for is received as noted. The technician will then reconcile each package with its return receipt card as he signs for them, placing the received packages on the Evidence Intake Storage area with a note on them stating the date that the packages were received. When receiving packages from other shipping services, place them on the Evidence Intake Storage area and attach a note of date received on the package.

Occasionally, all evidence technicians are required to be away from the evidence room for other duties. A sign is placed on the outer door instructing the agency representatives to ring the front desk bell. The front desk attendants are notified and can unlock the door for the representative to enter the foyer to access the lockers.

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Evidence is placed in one of the lockers, along with the signed RLS. It can be signed to the locker number. After locking the locker, the key is then pushed through the mail slot on the inside door of the evidence room. The technicians are to check for keys at the mail slot and then the lockers for evidence when they return from the activity. The technician should make a note listing the locker number in which the evidence was located. When creating a new case the evidence then can be transferred from the appropriate locker to the technician. Alternatively, if a technician places the evidence from a locker to Evidence Intake Storage, the paper chain should be signed from the locker number to them, then from the technician to Evidence Intake Storage.

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Section 08 - Laboratory Information Management System-Case Entry

Creating a Case:

Choose one case or package at a time from the Evidence Intake Storage area and take it to the work station. In the case of packages, open carefully keeping the barcode receipt intact. Verify that the items received correspond with what is noted on the RLS and that all items are properly sealed. Improper seals are corrected by the technician applying evidence tape and initialing and dating the evidence tape. If evidence tape is present but unsigned, then new evidence tape is applied perpendicular to the existing evidence tape and initialed and dated by the technician making the correction. When there is an unsigned non-factory heat seal, the technician is to initial and date across the heat seal to make the correction. When the item is entered, add a description of what was done to correct the seal in the "Note" portion of the Evidence tab.

Any discrepancies between the RLS and the items of evidence are to be dealt with at this time. The submitting agency representative should be contacted when necessary. Any contact should be entered into the case activities. When an agency's request is for services that are not provided by the laboratory, the evidence is entered into the case and then transferred for return to the agency. Exceptions to services not provided by this laboratory are noted in the chart within this Section. Contact is to be made with the agency representative to explain that the service is not performed by the laboratory and the evidence will be returned. The contact is added to the case activities area in LIMS. When separate requests are indicated as in federal cases with multiple submissions, offense dates, and individuals, please have the officer provide separate RLS's for the separate offense dates or individuals and make a request for each set of evidence. When one RLS with one individual has several offense dates listed, use the first date as the offense date. There is no need to make each offense date a separate entry. Occasionally, one agency will have two RLS's with different agency numbers for what appears to be the same case evidence and they want one Crime Laboratory case for all the evidence. The LIMS administrator can accommodate the request by adding the same agency with two different agency numbers. The technician should see the supervisor when he has a case with some questions about case entry.

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To log in a new case: open the LIMS and click on the **New Case** button. Enter the agency and then the agency case number. The next window indicates if the agency case number is already in the system. If it is, then the technician can update the existing case. If not continue to create the case. Once the screen opens, click the apply button on the bottom right. The next screen allows the option to automatically generate the new case number or manually assign a number. This manual feature is used when the technician is creating a case in the system that already has a crime laboratory case number, but the case number is not in the current version of LIMS.

After applying the case number, open the **Agency tab** and check that the correct agency and agency case number is present. A second agency can be added here by right clicking. Make sure the proper agency is checked primary. (See above under Creating a Case.)

Open the **Offense tab**. Right click to add the offense(s) including the date of the offense. In Federal cases with several offense dates listed for one RLS and individual, use only the first date for the offense. The offenses should fit into the broad categories provided in the LIMS. When the "Domestic Violence" box is checked on the RLS, add the offense of Domestic Violence.

Some of the offenses drive the request for service performed. For example, due to grant restrictions, the laboratory only outsources toxicology samples for traffic related offenses such as DUI and cannot accommodate requests for toxicology on sexual assaults or non-vehicular homicides. There are grants specific to non-suspect sexual assaults and thus the complexity of selecting known or unknown suspect in the offense windows will be made. Also, DRE's are very specific. Occasionally, another type of report, such as DUI Supplemental, will be present. That report is not a DRE but should be entered as Case Info (See **Camera** further in this section.) Discipline personnel should be contacted if there is a question.

Open the **Individuals tab**. Right click to add individuals. All individuals known about in the case are entered. Information for the individual to be entered when listed include:

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name, type (suspect, victim, elimination, relationship, etc.), gender, birth date, and APSIN number, when indicated as APSIN.

Select the **Evidence tab** at the top of the case data entry screen. In the evidence window, right click and select Add evidence. Fill in the agency name, reply to or submitting officer, item number, description, special notes, etc. The correct source individual is selected when entering a known sample or assault kit taken from a specific person, such as a blood sample for toxicology, an assault kit from an individual or a known buccal or blood sample from an individual. When entering the description, utilize the information given about the item on the RLS, the package and the tags to include all pertinent descriptive information so that the description is most complete. (For instance put in names in place of generic nouns or add descriptive information to something simple like "swab".) Each item is examined to ensure the seals are applied correctly. (See above.) When there is an improper seal (see Section 06 – Guidelines for Evidence Submission) the officer should be contacted, the contact placed in the Case Activities and each item that has a seal correction will have a note placed on the evidence item entry in the LIMS stating what the technician did to rectify the seal. The last part of case entry is the chain of custody. Normally the technician takes evidence from the Evidence Intake Storage area, then transfers to himself, and then transfers to the appropriate storage area. Occasionally when items are signed to a locker, they can then be transferred directly to the technician and the new case created, thereby not signing the items to the Evidence Intake Storage area. Any known samples should be stored in the appropriately labeled outer envelope in the appropriate Retained Item Storage areas (YShelves). When the evidence is received from the United States Postal Service (USPS) or Federal Express (FedEx) indicate that in the "via" field. Scan the barcode from USPS (Registered mail) or FedEx in the notes field. Select "In Person" when that is the case. Continue in this manner until each of the items of evidence is added. (Items that are re-submitted for re testing or further testing should be transferred from the Evidence Intake Storage area to the technician and then to the appropriate storage area.) Barcodes for each item of evidence are printed automatically as you add each item.

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Open the **Requests** tab. Right click to add the necessary requests. The technician should carefully read the RLS to ascertain that he makes all requests listed. Each request begins with the general Department then select the appropriate Service and add Reason (due date, rush) and Complexity (DRE, Known waiting, Known received) information when present. Discipline supervisors will use the input to make case management decisions, such as changing a request to an Approved Rush. For all but federal cases with many offense dates/individuals or blood alcohol/tox requests do not make a new request unless the existing request is in progress (assigned) or released. It is appropriate to put notes in the Requestor field to communicate specific information unique to this request as in the case of the Latent request stating that DNA swabs could be taken as a DNA request is indicated. After the request is made the screen will ask the technician to relate the offense to the request. Each time only relate the most severe offense to the particular request. (For instance, the offenses are sexual assault and assault so only relate the sexual assault; or the offenses are theft, criminal mischief and burglary so only relate the burglary to the request.) The next screen will ask the technician to relate individuals to the request. Some cases will need only one individual related to a particular request such as blood alcohol or toxicology requests.

When Service Requested is:	Make the Following Request(s):
Any request (except latents or federal cases see below) in which same request is not already assigned	Do not make a new request for the unassigned service, but where appropriate, edit the existing request for complexities, etc.
Any request in which same request is already assigned	Make the appropriate new request(s). Do not try to edit an assigned request.
Blood Alcohol only	Blood Alcohol
Blood Alcohol and Drugs	Blood Alcohol only
Drugs only in a blood sample	TOX Send Out only

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DRE	TOX Send Out only
Drugs on items (not blood) without other requests	Controlled Substance only
When Service Requested is:	Make the Following Request(s):
Synthetic cannabinoids with or without a Drug request	Controlled Substance with complexity of Special Drugs and assign to Supervisor
Blood Alcohol or Drugs that have several items for several individuals	Blood Alcohol or TOX Send Out or Controlled Substances for each item/individual
Beverage Alcohol	Beverage Alcohol for each item
Beverage Alcohol and Latents	Beverage Alcohol for each item and add Reason "LP/Bev Alc" and Latent Pending
Latents with or without other requests	Latent Pending and add information about other testing (DNA) to requestor notes on the Latent Pending request.
Latents for new RLS/evidence in an existing case-assigned or unassigned	Make a new Latent Pending request for each RLS/set of evidence
DNA	Biological Screening and DNA Holding
DNA where item won't need screening as knowns, blood swabs or drops, simple item as a doorknob, etc. or no other assignment to latents or drugs, cases requesting paternity determinations and DNA on a drug or DUI case	DNA Holding and assigned to Supervisor
DNA on known that came in alone in an existing case and is not already assigned	Edit the Request in the Complexity field to reflect known received and assign to Supervisor
DNA on evidence that is being entered and there is an assigned DNA Request present; or any request where there is a new offense date and or individual	Make the new requests and when it is DNA Holding assign to the Supervisor

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Open the **Camera** at the bottom left of the screen to view the imaging window. Highlight the Case Images bar. Select scan from the top menu or bar and place the RLS in the scanner tray. When prompted, name the RLS scan with the appropriate sequential number ("RLS" for the only or first one, "RLS-2", "RLS-3" and so forth for subsequent ones.) Case information such as police reports or synopses are named "Case Info". DRE's are named "DRE". Information can be imported to this window when applicable. When scanning or importing a file other than a .tif one, make sure that the file has the case number written on it. (The LIMS automatically stamps the case number on the .tif files scanned in.) Close the imaging window.

Open the **Case Info tab**. The Synopsis window is used to relay pertinent information about the case. **Related Laboratory Cases** are entered in the Related Laboratory Cases window by right clicking and entering the information. All communications are entered within the window opened by the lower right **Case Activities** button.

Retrieve the barcodes and adhere to the packaging of the corresponding piece of evidence being careful that it is the correct item and that it does not cover any other information. On very small items about ¼ of the barcode may be applied to the package with the rest of the barcode applied to a plain card cut to fit. Secondary packaging may also be used, but if so the technician must indicate such in the Notes field of the item.

Place the main case barcode on the RLS in the middle of the top of the page without covering any notes or information. (It is permissible to place the barcode over the labs address at the top left when necessary.) Using the RLS carefully review the case entry in the LIMS. Deliver the items of evidence to the assigned (transferred) storage location. When possible place all items for the same case in an outer bag or envelope with the case barcode on it and loosely fasten the top (fold over and/or clip) for storage to keep other case items from falling into the bag or envelope. If there is more than one container for the case, label the outer bags as 1 of 3, 2 of 3, etc. After the evidence is returned to the agency these outer bags are destroyed.

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Once a batch of new case entries is completed, give the RLS's to a technician (or supervisor) to perform a Technical Review. The technician will perform the review by auditing the case entries for accuracy and precision, making any observations on removable "sticky notes" and return the RLS's with notes to the original case entry technician. After making any corrections in a final review of the work, the RLS's are filed in the active RLS file until preparing the items for return to the agencies.

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Section 09 - Evidence Storage

Shelves are available throughout the evidence room for storage of most of the evidence. It is appropriate to identify a properly sized storage location with the space to contain all of the evidence for each case in one storage location. When choosing a storage location for particular items of evidence select an appropriate location with size and shape of the evidence in mind. It is appropriate to store any known samples or samples that only have DNA testing needed as a request in the Long Term Storage location. It is desirable to place new case items on the shelves in numerical order by case number when at all possible.

Some items with temperature sensitivity requirements such as blood samples will be stored in the available refrigerator storage locations. Do not freeze blood. Occasionally there will be a need to freeze an item in the available freezer storage locations.

Long Term Storage Locations: Rows of shelves are designated specifically for retained items such as biological specimens for post-conviction relief and CODIS samples. Items retained for long term storage follow the designated format for the year of the case. For instance, all of the retained evidence from the year 2010 will be grouped in numerical order on the "YShelf 2010" shelves. There is a storage location specific to CODIS. These shelves should not be used for any other storage purpose and are discussed further in Section 15 Combined DNA Index System (CODIS) Database Sample Handling.

Ready to Return Storage Locations: Several storage locations are designated for agencies that normally pick up evidence in person. In addition, there are storage locations for items of evidence being staged to ship back to agencies by various shipping agents. Please use these locations appropriately when preparing items for return to the agencies.

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Section 10 - Distribution of Evidence

Internal Distribution of Evidence: Evidence Queue: Scientists and technicians request specific items of evidence to work by relating the items they want to the request in the LIMS. When all evidence requests are completed, the scientists/technicians must email dps.evidence.scdl@alaska.gov stating that they have completed requesting evidence and an approximate time they expect the evidence to be ready for pick-up. Evidence technicians monitor the email and queue and periodically fill the requests. Evidence personnel transfer the requested evidence items to a locking portable storage location (tote) for one requestor at a time. Once this task is completed, the tote is secured with the appropriate lock for the individual requestor and placed in the pick-up location in the hallway. An email is generated by LIMS to notify the requestor that their evidence is ready for pick up. Items that do not fit in the tote are transferred at the window directly from the evidence personnel to the scientist. Arrangements for this type of transfer are made by appointment.

For temperature sensitive items such as blood for toxicology or blood alcohol services: The requestor will send an email when they have completed the order and declaring a specific date and time that they plan to receive the evidence (like Thursday morning or Tuesday afternoon before 3pm). The evidence technician will fill the request accordingly, ensuring that the blood samples are not left at room temperature overnight because they were put out after the requestor left for the day or on a day the requestor is not at the laboratory.

Evidence Returns: When a scientist or technician completes the examination of the evidence they transfer the items to a tote, secure it with the lock and place it in the return area in the hallway outside of the evidence room. Periodically, an evidence technician will pick up the totes, open them and determine the proper disposition for each item of evidence.

Returns of temperature sensitive samples are coordinated with evidence personnel to ensure they are not left at room temperature. When items do not fit in the tote they can be transferred at the evidence room window in person. When it is necessary to communicate a deviation from the normal use of the totes one can contact the evidence

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technicians via the following specific evidence room communication methods: dps.evidence.scdl@alaska.gov; 269-8120; or the doorbell to the left of the evidence window. The technicians will monitor the three methods as needed.

External Distribution of Evidence: Evidence technicians will empty the totes or returned evidence as a part of the normal daily duties. One tote at a time will be unlocked with the master key and a determination will be made as to where each item of evidence needs to go next. Once all requests are completed for each item, the item will be transferred to the appropriate return storage location. There are several "Go Back Bins" labeled for the specific agencies that normally pick up from the outside window in person in addition to several "Ready to Return Shelf" storage locations for staging items to be shipped back to the submitting agencies. In the case of items that are to be retained in long term storage such as DNA swabs/samples, the items will be transferred to the appropriate long term storage location. The items should be placed on hold in the LIMS by the scientist, and properly stored in the long term storage areas of the laboratory without waiting for all requests to be released in the case. Items for long term storage, such as Known samples, should be shelved in that area as soon as they are identified. If there are open requests for any items in the case, then that item should be re-shelved until all requests are completed.

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Section 11 - Closing a Case

When all work is completed on a case and when converting previously worked evidence to the current LIMS, the case should be closed completely. The entire case record is checked for correctness. All items should be returned or if retained marked as such. Any discrepancies on the paperwork or evidence itself should be corrected (items stored at room temperature should not remain marked as retained in freezer.) The completed RLS's are to be scanned into the case imaging record as RLS-Final.

If requested work was not done, there should be a reason in the case activities or notes as to why the request was cancelled. Any discrepancies should be resolved.

All items of evidence from past years that have been retained by the laboratory will be converted to the LIMS as time permits. The case records will be given the old case number by using the manual feature on case entry. This process is similar to case entry in that all RLS's, individuals and other information will be entered into the case record. However, the only items to be listed are the retained items that are being converted. When entering the retained items the first line of transfer is to be BEAST conversion (a storage location). The corresponding RLS is signed from the technician doing the conversion on the date of the conversion to Conversion (or BEAST conversion). If the items were not listed on the RLS where the parent item is listed, they may be added by the technician on the RLS. The technician will add in parenthesis "listed" on the date and their initials. The supervisor may be consulted to assist in any confusing situations. The RLS is scanned in as RLS-Final when the conversion is completed. The barcodes are applied to the evidence and the items are stored in the proper long term storage location. All paperwork scanned from the paper file into the LIMS is noted on the front inside of the file folder with the date, list of each item and the fact that it was scanned into the LIMS and shredded. (Example: 1-5-11: All RLS-final's, Case Info, etc. were scanned into the LIMS and shredded.) After the closing of the cases are completed, have an evidence technician (or supervisor) perform a Technical Review of the work done to close the case. The paper file containing all pertinent documentation should be given to the technician. Once review is complete, make the necessary changes and file the folder for final disposition.

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Section 12 - Returning Evidence

Returning Evidence in Person:

The agency representative will notify evidence personnel of their arrival by use of the bell. The technician will answer the door and admit the agency representative to the vestibule of the evidence room and open the window. Evidence personnel will then sign on the "from" line of the RLS, listing every item number on the line along with the date of transfer. In addition the technician will utilize the LIMS to transfer each item first to themselves, then to the agency representative storage location, designating "In Person" on the last line of transfer. Every item transferred to the agency representative should be reconciled as above on the electronic and paper chains. As in Section 07-Receiving Evidence, sign over what you have such as a sealed bucket containing items ...1, ..2, ...3. The technician will avoid signing for items that he cannot visually reconcile. A copy of the RLS may be given to the agency representative. Periodically, each RLS for returned items should be scanned in to the appropriate case images area as RLS-1, 2 or ...-Final. At that point the RLS is shredded.

Returning Evidence by Shipping Agent: Items, along with the corresponding RLS's, to be returned by mailing with the United States Postal Service or other shipping agents such as Federal Express or Alaska Air Cargo are to be transferred to one of the "Ready to Return" storage locations. There are sections of these areas labeled with the various agencies for collecting packages to be shipped to that agency. Effort is made to fill a box to a specific agency before shipping. For temperature sensitive items such as bloods or urines, a note with the case numbers and which refrigerated storage area the items are located listed should be put in the appropriate bin in the "Ready to Return" location.

Packing: A box is prepared by the technician to contain all the case items to be returned to that agency. Evidence should be wrapped according to registered mail specifications using wrapping paper and craft paper tape enabling the post office to apply tamper-detecting seals on the seams. Other shipping agents may have different specifications to be followed. On each RLS the technician signs in the "from" area and

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lists each item to be placed in the box; the date is entered; and the correct Registered Mail receipt number is written in the "to" line. A copy of this RLS is placed in the box along with the evidence items. The Return Receipt card is filled out with the laboratory's return address, the register number, and the laboratory case numbers for the items in the package. Each item is transferred to the technician and then to "USPS Out" storage location with the "via" selected to be USPS and the Register number scanned into the notes field (or the appropriate selections when shipping with other shipping agents.) The box is then closed; sealed; addressed; the correct postage and return receipt is then applied. Temperature sensitive samples may be stored in the refrigerator after being packed until delivering to the shipping agent. The RLS's shall then be scanned into the case record as RLS-Final and shredded.

US Post Office packages will be sent by Registered Mail only. The Registered Mail book will be filled out for each Registered Certificate listing the agencies with address, return receipt number, and case numbers of the items returned along with the proper postage. The proper postage includes the return receipt fee, registered mail fee and the date mailed (applied by the Postmaster.) The Register book is taken to the post office to be stamped by the Postmaster. Periodically, the packages are delivered to the post office secure area by the evidence technicians where they are mailed. The evidence must remain secure at all times while transferring to the Post Office secure area.

In a similar fashion, the appropriate paperwork is filled out and printed from the website for FedEx and Alaska Air Cargo. Pick up at the laboratory front office can be arranged or if delivered secure procedures similar to those for US Mail will be followed.

Post Washington State Toxicology Samples:

Outsourced toxicology samples are shipped to the Washington laboratory by toxicology discipline personnel. The RLS forms are filed together in the evidence room until the samples are returned from the Washington laboratory. The samples are periodically returned to the crime laboratory and processed by the evidence technicians for return to the respective agencies.

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Upon receipt by the evidence section, the package is marked with the date received and placed in a refrigerator prior to processing. The processing is normally done as a group project following the steps below:

1. The Evidence Intake Storage area is cleared and prepared for the work. Technicians may don appropriate protective safety gear. The package is opened and the packing list is retrieved. Each blood sample in the package is listed by laboratory case number, agency case number and suspect name.
2. The packing list and the RLS forms on file are used to identify and match up each blood sample in the package with its' respective RLS.
3. The technicians then sort all sample/RLS combinations by agency into separate bags each marked with the name of the agency.
4. Copies of the FEDEX tracking number are made for each technician.
5. Each technician takes one of the agencies' sample sets to his workstation for processing. One case at a time is opened by each technician in the LIMS and a barcode is printed for each item or sub-item and the barcode is then affixed to the proper item. The item or sub-item number and description is written on the RLS.
6. Once the items are barcoded, they are transferred from "Washington Tox Lab" Via: "FEDEX", with the Note: (Scan the FEDEX tracking number); To: (the technician); Then To: (A refrigerated storage area, usually Refrigerator 5).
7. After processing, attach the barcoded sample to the appropriate RLS, return to the agency bag and place the bag in the appropriate refrigerated area.
8. The samples are now properly refrigerated to await being returned to their respective agencies when a technician is preparing packages for mailing or a representative arrives in person to retrieve the items.

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Section 13 - Inventory

Inventory is taken throughout the audit year of all items present in each storage location at the time that location is inventoried. Each storage location is inventoried once a year. To prevent doing the same storage location over, the technicians will communicate to each other by an agreed upon means which locations they are processing and when they have completed the process.

Inventory Procedure: Open Notepad on the computer, scan the personal barcode of the technician performing the inventory, then scan the storage location barcode, scan each item's barcode from the storage location. Once all items have been scanned, save the file on the I:\Uncontrolled Documents\Section Shares\Evidence Share\Working Inventory and name the document thusly: (Inv)(storage location name) (date)(technician initials) (i.e. Inv Shelf 36 9-3-10 KLD). Go back to the Notepad and open a New file to inventory the next storage location. Notify the supervisor that you have completed inventory on whichever locations. Empty shelves are inventoried as above with the exception that there are no items to scan. The supervisor will reconcile the inventory results and report back to the technician. Any reports of discrepancies will be returned to the technician for correction. The technician will repair the discrepancies and report back to the supervisor the action taken.

The supervisor keeps a record of the results collected throughout the year and annually reports the Inventory results to the Laboratory Manager and the Quality Assurance Manager. The supervisor also takes note of the discrepancies and will address them in further training with the personnel involved or determine if a change in procedure is indicated.

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Section 14 - Combined DNA Index System (CODIS) Database Sample Handling

Within the LIMS the "LIMS APSIN Interface" module is utilized for CODIS entry with an interface to the Alaska Public Safety Information Network (APSIN). The technicians must qualify to APSIN access. DNA samples are received from various correctional centers and law enforcement agencies in Alaska for the Combined DNA Index System (CODIS). The samples are received in the evidence room by mail or personal delivery.

CODIS Sample Entry: As the samples come in periodically open the CODIS envelope (kit) and make note of the submitting agency on the inside. Check the return address on the envelope to be sure it is the correct agency (or if the agency is not listed on the inside of the card). The yellow consent forms, when present, are stapled to the print card). Discard the envelope and any directions or other waste paper. Bundle the processed cards in batches of approximately twenty and placed on the ready for entry shelf of the CODIS area until ready to enter them into the system.

To enter a batch of database samples, log onto the "LIMS APSIN Interface" module in the LIMS. Enter the APSIN number from the front of the card into the module in the APSIN space. Select the "APSIN Search" button. Verify the name, birth date, birthplace and other personal information from the card with the APSIN record that pops up. In the module make sure that the agency name is correct. (All CODIS submitting agencies have an x in front of the agency name.) The agency representative will be selected. Most of the time there is only one selection. Also select the correct type of offender, i.e. convicted offender or arrestee. When there is no type listed on the card, select convicted offender. (Juvenile cards have blue printing and a JOMIS number and should be designated convicted offenders.) Leave gender as what it populates. After assuring that the information is correct, go to the "Change Printer" button to select the Evidence barcode printer. Finally select the Save button. The barcodes will print. Select the Clear button to begin the next sample.

Apply the correct barcodes to each sample. Barcode "a" goes on the swabs and barcode "b" goes on the print card. Once a stack of cards are prepared, they are

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containerized into the proper container. The virtual containers are found under the **Transfer** tab in the LIMS. Containers are named "CODIS Swabs" or "CODIS Prints" and the boxes are sequentially numbered. While still in the Containers portion of Transfer, select the proper container for the cards. Click in the box that says "barcode" and scan the barcode of each card to be containerized. As the cards are containerized, check that the one you just scanned is listed in the screen. When completed select "OK". When the box is full it is stored in order in the proper CODIS storage location.

Print Cards:

All print cards are containerized as they are entered into one of the AAFIS Print Card Transfer Boxes. When full the box is transferred to a CODIS designee to transfer to the AAFIS unit of the Department of Public Safety. When the AAFIS Unit completes verification, the box is transported back to evidence by a CODIS designee. Evidence technicians then transfer the contents of the AAFIS transfer box to the proper Print Card box and the print card box is stored in the CODIS storage location.

(Note: To transfer the entire contents of one container to another, create the new container, open the new container and under the container field, select the box you want transferred, ie "AAFIS Transfer Box 1" and select ok.)

Duplicates or Subsequent Samples: After the initial sample is entered into the system, subsequent CODIS samples to be entered will automatically be given item numbers "2a, 2b; 3a, 3b...." and so forth. These duplicate samples will be set aside and dealt with by opening the case for each sample to determine in which container the original samples are located. Each sample is then containerized into the proper container and then filed in sequential order behind the first sample. When samples from the same offender have different laboratory numbers in the LIMS, cross relate the cases with a note of "offender duplicates". Do not "merge" the cases.

Problem Samples: For problem samples in which the individual would not likely have an APSIN number because of age or recently moving to the state, the submitting agency representative will enter "None" or "Not Available" in the place of the APSIN

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number. In that case the samples may be given to the CODIS Supervisor or designee to be resolved.

However, when the APSIN number listed is for the wrong individual or there is another problem, the case will need an information correction letter issued. Highlight the space to indicate the missing information on the card. Then open the LIMS proper (not the CoDNA module) and logged in as your primary LIMS identity (not APSIN-identity), enter a new case with all information available (individual name, x-agency, etc., but no evidence). Apply the new case number. (Discard the barcode or set the printer to print to the LIMS site.) Then add the request using the selection "Evidence" for Department and "Information Correction" for Service. The agency representative will be available in the drop down menu. The technician should assign the request to himself as analyst then click OK. Right click on the request and select "Edit Findings". Then from the drop down menu select "Add Result". The typed in result will be either "Incorrect APSIN" or "Missing APSIN" depending on the situation. Apply and close the request. Next right click for "Set Milestones", check "draft complete" and check: "Yes, you are sure". The technician should scan his name and enter his pin as on a transfer. Last, right click on the request and select "Print Final Report". Check the report on screen view first, then print the report. The report is included in a package with the problem CODIS sample including the swab and print card for the sample (Do not separate them). An agency's problem samples should be returned for correction in batches.

Occasionally an error message ("One or more of the requests on this case have a Requesting Rep ID that has no corresponding agency in the case agencies") will appear when entering samples into the CODIS module. Even though the barcode is printed out, the sample is not entered into the case. Report to the Supervisor who will then open the case in the LIMS and make sure the information is entered into the appropriate areas for the agency representative and on the request, clear report releasable, enter the required agency representative information, then reassign (notify the analyst to ignore). The sample can now be entered into the "LIMS APSIN Interface" module as required.

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Section 15 - Equipment Use and Maintenance

Evidence Equipment:

Copier/ Scanner/ Fax– Follow instructions located in manual near copier.

Postage Meter – Follow instruction manual located beneath postage meter.

Postage Balance – Follow instruction manual located beneath postage meter.

Maintenance of Safety Devices and Thermometers for the Laboratory:

Eye Wash and Shower Stations: The laboratory's eyewash stations will be tested monthly, to make sure they are operating properly by allowing each one to run for a minute or two. The showers are tested annually. If there is a malfunction noted, report to the Supervisor and then to the Safety Coordinator, if necessary. Initial and date the Walk Around sheet for each station for the Eye Washes and Showers. The Eye Wash entries are entered into the virtual record located on the network drive: I:\Uncontrolled Documents\Section Shares\Evidence Share as they are collected. When the virtual form is full, it should then be scanned into the LIMS record SAFETY. Periodically, the walk around sheets will be scanned into the LIMS record in the SAFETY folder. The Shower forms are scanned directly into the LIMS record SAFETY. At least annually, the walk around and virtual Record Sheet(s) will be scanned or imported permanently into the LIMS record in the Safety record.

Thermometers: The refrigerators and freezers throughout the laboratory each contain a thermometer for measuring the appropriate range of temperatures. If there is an out of range reading notify the discipline supervisor as stated on the reporting sheet. Initial and date the sheet as to out of range. Weekly the temperature is recorded for each thermometer on a "walk around" recording sheet. Each recording is then entered into the appropriate record sheet on the network drive: I:\Uncontrolled Documents\Section Shares\Evidence Share. Periodically the record sheets and the "walk around" recording sheets are scanned permanently into the LIMS record THERMOMETERS..

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NIST Traceable Infrared Thermometer: The laboratory owns two of these thermometers. (Mannix Model #1RT11-Serial Numbers: 9557-1 and 9557-2) The Traceable Infrared Thermometer used to calibrate internal laboratory thermometers is calibrated utilizing a NIST traceable calibration by an independent company annually and documented in the LIMS record THERMOMETERS.

Calibration Check of laboratory thermometers: Using the NIST Traceable Infrared Thermometer, the temperature is taken and recorded on the Calibration check form in each of the listed refrigerators or freezers three times. The thermometer within the location is also read and recorded. The three NIST Traceable Infrared Thermometer readings are averaged, entered on the form and examined. The acceptable range of error for all thermometers is + or – 1 degree centigrade. When the averaged reading falls outside of the acceptable range of error, the thermometer is replaced. Duplicate labels are made for each thermometer and location with the name of the location and dates of calibration and expiration and applied to both the thermometer and to the outside of the freezer or refrigerator. The calibration check forms when completed will be created as pdf files and imported into the LIMS record THERMOMETERS.